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NOTICE
NO.

SERVICES!
26 January 1954

PRINTING AND REPRODUCTION

NUMBERING OF REQUISITIONS

1. Effective 2 January 1954, a new system of production and cost control and reporting was initiated in the reproduction plants of the General Services Office. This system requires the identification, by code number, of each requisitioning office and the consecutive numbering of each job requisition. Accordingly, in preparing Reproduction Requisitions (Form No. 36-2), the code number assigned to each office authorized to requisition reproduction work shall be placed in the upper right hand box and should be followed by consecutive job numbers.

2. Attached is a list of Agency components to which a block of identifying code numbers have been assigned. Subsidiary components or activities of these Agency components shall each be assigned a specific code number within the appropriate block when circumstances warrant further decentralization of requisitioning authority.

3. The secondary job numbers to be assigned consecutively to each requisition should commence with "1" at the beginning of each fiscal year and, at the present time, in initiating the new procedure. For example, requisitions submitted by the Office of the Director of Training would be numbered 130-1, 130-2, etc.

4. Requisition job numbers will be centrally controlled in each component or activity assigned a code number. Accordingly, a register of requisition job numbers should be maintained by a designated individual. A plain tissue copy of each requisition may be used for this purpose. Care should be exercised to assure that requisition job numbers are assigned consecutively.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

ATTACHMENT A
  Agency Component Basic Code
  Numbers for Printing and
  Reproduction Requisitions

DISTRIBUTION: AB